

NSLP/AFTER SCHOOL SNACK PROGRAM SPONSOR MONITOR REVIEW FORM

NORTH DAKOTA DEPARTMENT OF PUBLIC INSTRUCTION

CHILD NUTRITION AND FOOD DISTRIBUTION

(Rev. 6/02) G/Tools/SNP/NSLP-After School Snack Program Sponsor Monitor Review Form

Each Afterschool Snack Program must be reviewed by the Sponsor two times a year. The first review must be conducted during the first four weeks of each school year.

Sponsor	LA #
School/Site	Date of Review

Program Requirements:	Yes	No	N/A	Comments
1. Accountability				
<ul style="list-style-type: none">Are snack counts recorded at the time they are served?Are daily attendance rosters maintained?Is only one snack per child per day recorded/claimed?Are all snacks claimed served to eligible students only?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>If the program is eligible for At-Risk reimbursement:</i>				
<ul style="list-style-type: none">What system is used to account for meals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>If the program is not eligible for At-Risk reimbursement:</i>				
<ul style="list-style-type: none">Are appropriate free and reduced price applications on file?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none">Are meals claimed based on individual student eligibility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none">Are students claimed in the correct eligibility category?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none">Does the system prevent overt identification of students' eligibility status?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

2. Menus, Production Records:				
Menu for Date of Review	Portion Size			
	Yes	No	N/A	Comments
<ul style="list-style-type: none">Does today's menu meet requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none">Are production records complete each day?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none">Do each days' records reflect that menus meet component and serving size requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

3. Safety and Sanitation:				
<ul style="list-style-type: none">Do facilities/equipment promote good sanitation practices?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none">Do personnel observe good hygiene and sanitation practices?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

4. Educational/Enrichment Component:				
<ul style="list-style-type: none">Is there an educational/enrichment component during after school care?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Describe				
Signature of Person Conducting On-site Monitoring		Title		